

11 December 1952

REPORT FOR THE WEEK OF 8 - 12 DECEMBER

To: The Deputy Director of Training (General)

From: Management Training Division

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1. Accomplishments

Two more sessions of the Human Resources Program were completed in
OCD this week. Total number of supervisors in these two groups,
all at the Section Chief level, [redacted] STATINTL

I had a conference with [redacted], Medical Office, regarding management
training for the supervisory personnel in that office. Shall begin
this late in January or early in February.

Talked with [redacted] at some length regarding the possibility of
recruiting someone from DDP for the staff of the Management Training
Division. He was not very hopeful; people with the necessary
qualifications are in short supply and considerable demand for
administrative jobs in DDP. I am sending [redacted] a tickler memo on the
subject. STATINTL

I also clarified for [redacted] OTR's position re P.E.R. training of
supervisors overseas. He understands that the key policy job must
be done by [redacted] office, PDC, and [redacted] office before OTR
can make much of a contribution. STATINTL

A very satisfactory meeting of all personnel in the Management Training
Division was held on Monday at [redacted] STATINTL

2. Developing Plans

[redacted] has planned an initial briefing for all clerical personnel
in OTR next week regarding their needs for information about operations
in OTR. It is planned to make orientation of clerical personnel in
this Office a continuing operation and designed to meet specific needs.

3.

4. No report.

5.

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25 YEAR RE-REVIEW

Chief, Management Training Division